



COLLEGE of ENGINEERING AND PHYSICAL SCIENCES

Date: October 8, 2020
To: CEPS Undergrad Students
From: Gerarda Darlington, Interim Dean, CEPS
Re: Reappointment of Associate Dean, Academic – Karen Gordon

Dear Member of the CEPS Community:

Dr. Karen Gordon will be completing her first five-year term as Associate Dean, Academic on February 28, 2021. She has expressed a willingness to be reappointed for a second term. Accordingly, a review of Dr. Gordon's first term will be conducted. I am writing to invite your input and feedback with regard to Dr. Gordon's role as Associate Dean, Academic.

The Review Committee members will be:

Interim Dean Gerarda Darlington, Chair
Professor David Calvert, School of Computer Science
Professor Animesh Dutta, School of Engineering
Professor Dan Thomas, Department of Chemistry
Professor Lana Trick, Department of Psychology
Bonnie Lasby, Staff Member CEPS Dean's office
Melanie Hudakoc, Undergrad Student, Department of Physics

In particular, I would appreciate your feedback related to the following expectations of the position when she was appointed in 2015. It was determined at the time that dedicated leadership was needed to represent and advocate for the academic programs within CEPS, Dean's Council and the University and to our external stakeholders including donors, industry and alumni. It was expected that the ADA would work closely with the other associate deans to ensure that learning outcomes were achieved and to optimize the student experience within the programs. In addition, it was the expectation that the ADA would consult and engage with faculty, staff and students.

I would like to share a revised position profile that has been developed for this position which will guide the next five year term. Dr. Gordon is aware of this profile and is fully supportive. I look forward to your feedback on Dr. Gordon's performance over the last five years and equally important how you feel you can be supportive of this position over the next five years. Your feedback would be appreciated by no later than **Friday, October 23, 2020** by sending comments to cepsdean@uoguelph.ca

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COLLEGE of ENGINEERING AND PHYSICAL SCIENCES

COLLEGE OF ENGINEERING & PHYSICAL SCIENCES ASSOCIATE DEAN (ACADEMIC)

The Associate Dean (Academic) is responsible for all aspects related to undergraduate programs with CEPS.

Responsibilities include but are not limited to:

1. Overseeing the ongoing development and maintenance of undergraduate programs and courses throughout CEPS, to meet the strategic goals of CEPS and the University of Guelph.
2. Promoting academic integrity and pedagogical excellence, decision making on academic misconduct cases at the undergraduate level.
3. Attending CEPS Dean's Council and other relevant committees and interacting directly with other University units on behalf of CEPS.
4. Academic governance committees for CEPS: Co-chair the B.Sc. Program Committee and subcommittees (B.Sc. Admissions, Academic Review); Chair the B. Comp Program Committee and subcommittees (BComp. Admissions and Academic Review).
5. Managing strategic enrollment within the College, including representing the College on the University's Strategic Enrollment Management committee and interacting closely with CEPS Chairs and Directors to determine enrollments on an annual basis.
6. Leading the development of innovative delivery mechanisms for traditional and non-traditional programs.
7. Advising the Dean on resource allocation for teaching, including infrastructure.
8. Working closely with CEPS Chairs and Directors to ensure efficient utilization of resources for program delivery.
9. College level representation and planning for recruitment activities for CEPS undergraduate programs.
10. Coordinates undergraduate awards and scholarship programs: the selection and implementation.
11. Other activities include representing CEPS internally and externally, acting on behalf of other Associate/Assistant Deans and acting as Dean, as necessary.